

LOS ANGELES COUNTY, OFFICE OF THE COUNTY COUNSEL

INVITES RESUMES FOR

SENIOR ASSISTANT COUNTY COUNSEL (UNCLASSIFIED)

(Restricted to Permanent Employees of the Office of the County Counsel)

Annual Salary: \$190,818 - \$288,819
MAPP Salary Range R21

Filing Period: March 15, 2012 through March 28, 2012

The Position:

The unclassified position of Senior Assistant County Counsel has executive and administrative responsibility for assisting the County Counsel and Chief Deputy County Counsel in the overall administration of the Department, including the administrative functions such as fiscal, budget, and human resources; the formulation of Departmental policies; and the directing of Departmental operations to ensure legal services and advice are provided timely and efficiently.

The Senior Assistant County Counsel's primary duties are as follows:

- Directs, through subordinate managers, the work of two or more divisions of attorneys providing advice and legal services to the Board of Supervisors, Chief Executive Office, County departments, and various other special districts and commissions.
- Assists in the development of management policies, procedures, and systems to carry out the goals and objectives of the Department, and formulates and implements administrative and technical policies.
- Provides advice to officers of County departments, special districts, commissions, boards, and other official bodies on unique, complex, controversial or politically sensitive legal matters.
- Assists the County Counsel in preparing the agenda for meetings of the Board of Supervisors, advising the Board at such meetings, and in drafting specialized opinions.
- Provides advice to the County Counsel on departmental budget matters and recommends and justifies measures to meet present and future personnel, space and material requirements.
- May act for the County Counsel or Chief Deputy County Counsel as directed.

Minimum Requirements: Two years' experience as an Assistant County Counsel in the service of Los Angeles County.

License: Admission to practice law in all courts of California. A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out essential job-related functions.

Desirable Qualifications:

- A comprehensive knowledge of the principles of fiscal and human resources management, budget preparation, information systems management, and State and County policies, procedures, regulations and laws governing the Department's operations.
- Superior analytical, organizational and strategic thinking skills.
- Proven ability to work well both independently and as part of a team to resolve complex matters.
- Experience in overseeing the administrative and technical direction of attorneys in the practice of civil law, including litigation.
- Strong written communication and oral presentation skills.
- Experience in effectively interacting with public officials, members of other County departments, agencies outside of the County, and the general public.
- Experience in establishing and maintaining effective liaison with legislative bodies.
- Experience in developing and implementing strategic plans.

Selection Process: Each candidate's background will be evaluated on the basis of information submitted at the time of filing to determine the level and scope of the candidate's preparation for this position. The resume should include any additional information which the candidate wishes considered. Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process. The names of the most highly qualified candidates will be submitted to the County Counsel for consideration.

NOTE: An extensive background investigation will be completed on the candidate selected for this position.

Filing Instructions: Qualified candidates are invited to submit a statement of interest and their resume detailing education completed, positions held, current salary, and special qualifications.

Resume should include **ALL** of the following:

- Names of schools, colleges or universities attended, dates attended, degrees earned and field(s) of study. Please enclose verification of degree(s), licenses and certificates together with the resume.

- For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and composition of personnel supervised, scope of management responsibilities, functions managed, dates of employment, and current salary.
- Information required to determine if candidate meets the **Minimum Requirements** and **Desirable Qualifications** sections of this recruitment announcement.

Pursuant to State and federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper (without your name), attached to your resume. This page will be removed from your resume when it is received, kept confidential, and utilized solely for required statistical purposes.

Please submit statement of interest, resume and supporting documents on or before **Wednesday, March 28, 2012** to:

Peggy Hodge
Human Resources Manager
500 West Temple Street, Room 648
Los Angeles, CA 90012
(213) 974-1970 Phone
(213) 625-7207 Fax
phodge@counsel.lacounty.gov

Special Information

It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation or disability. Pursuant to the Americans with Disabilities Act (ADA) of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the County Counsel ADA coordinator for exams at (213) 974-0828. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (213) 633-0301. The County will attempt to meet reasonable accommodation requests whenever possible.

Any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

Record of Convictions: A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply.

The County of Los Angeles is an Active Equal Opportunity Employer.